



General
Services
Administration

National Archives
and
Records Service

Washington, DC 20408

December 19, 1984

DEC 26 2 14 PM '84

Wing Commander R. J. Proudfoot
Office of Australian Defence Staff
Embassy of Australia
1601 Massachusetts Avenue, NW
Washington, DC 20036-2273

Dear Commander Proudfoot:

This is in response to your letter of December 18, 1984 (your reference 23/21/901).

The prevailing policy on foreign broadcasts and translations of foreign broadcasts dated through December 31, 1953, and prepared by U.S. agencies (including those originated by the Foreign Broadcast Information Service or FBIS) is that they may be declassified and released without further review when classified as RESTRICTED. Such translations marked For Official Use Only (FOUO) or unmarked may be considered unclassified from the national security standpoint and, therefore, releasable. Broadcast translations classified CONFIDENTIAL or higher, however, must be submitted for review.

I hope this statement of our policy and practices will serve to open more material in the Australian Archives without having to refer them to us. Best wishes for a fruitful new year.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Edwin A. Thompson'.

EDWIN A. THOMPSON
Director
Records Declassification Division

CC:

STAT

General Services Administration

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Chief
Classification Review Division
Central Intelligence Agency
Rm. 322, Ames Building
Washington, DC 20505

Central Intelligence Agency



Washington, D.C. 20505

20 September 1984

Mr. Edwin A. Thompson
Director, Records Declassification Division
National Archives & Records Service
Room 18-W, National Archives Building
Eighth Street & Pennsylvania Avenue, N.W.
Washington, D.C. 20408

Dear Alan:

Here are the answers to the questions you asked on 27 June concerning the guidance forwarded in our letter of 18 June:

QUESTION 1: Is paragraph 4 classified?

No, the Foreign Broadcast Information Service has agreed that this information need not be classified. Consequently, change the (C) in paragraph 4.c.9. to (U).

QUESTION 2: Are paragraphs 5c, 6, and 7 classified?

Paragraph 5c is in the same category as 4. Consequently, change the (C) in paragraph 5.c.9. to (U).

Paragraphs 6 and 7, however, should continue to remain classified CONFIDENTIAL so that the National Archives is the broker between FBIS and other interested parties to the FBIS publications.

QUESTION 3: The 1977 FBIS guidelines mentioned that all material marked "RESTRICTED" could be released. Does that guidance still hold?

Yes.

QUESTION 4: Would we object to your writing a guideline for R.D.D. personnel consolidating the 1977 and 18 June 1984 paper into a single guideline?

No objection. However, on comparing both papers I believe you'll find much of the 1977 paper already consolidated into the 1984 paper. The difficulties about declassifying paragraphs 6 and 7 might make it difficult to draw up an unclassified compilation and we would appreciate your coordination of the draft with us.



STAT



Washington, D.C. 20505

14-298

Mr. Edwin A. Thompson
Director, Records Declassification Division
National Archives and Records Service
Room 18-W, National Archives Building
Eighth Street & Pennsylvania Avenue, N.W.
Washington, D.C. 20408

Dear Mr. Thompson:

We have reviewed previously issued NARS guidelines for CIA and predecessor organization records to ensure that they are consistent with our recently issued "Guidelines for Identifying and Handling CIA Information During Declassification Review of Records from the Period 1946-54." Our recommendation for each of the previously issued guidelines is as follows:

1. CIA predecessor records and information, 1941-46;
NND memo, June 18, 1979--No change; guidelines are still valid.
2. Intelligence Method-Secret Writing; NN memo, June 21, 1973--No change; guidelines are still valid.
3. Downgrading of WWII (OSS) Top Secret records in NARS;
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4. The following FBIS publications have been declassified for the periods indicated:
 - a. Trends and Highlights of Peking Broadcast, 1 October 1952 - 18 June 1958;
 - b. Trends and Highlights of Communist Bloc Broadcasts, 25 June 1958 - 29 March 1967;

UNCLASSIFIED EXCEPT
WHERE MARKED

WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED



25X1

C O N F I D E N T I A L

c. Survey of Communist Bloc Broadcasts, 3 July 1958 - 20 March 1967;

d. Radio Propaganda Reports:

(1) Basic Survey Series (BS), 9 March 1954 - 20 September 1955;

(2) Current Developments Series (CD), 10 March 1954 - 20 September 1955;

(3) Intelligence Problems Series (IP), 21 August 1953 - 12 April 1956;

(4) Radio Reaction Series (RR), 26 February 1954 - 3 May 1956;

(5) Research Series (RS), 22 October 1953 - 28 September 1965;

(6) Spot Report Series (SR), 30 September 1953 - 8 February 1956;

(7) Technical Studies Series (TS), 23 April 1954 - 26 April 1956;

(8) Vulnerabilities Series (VS), 3 September 1953 - 24 January 1956;

(9) Indexes to Radio Propaganda Reports, 10 June 1955 - 3 January 1963. (C) (U)

5. Foreign Documents Division (FDD) publications are based on translations of open sources (newspapers, journals, monographs, etc.) and also on covert sources supplied by other CIA components, other Government agencies, and foreign government components. All such reports which are controlled (For Official Use Only) or classified CONFIDENTIAL or SECRET are to be identified for further review by FBIS Production Group representatives, regardless of date. These report categories include:

a. FDD Translation Specials, 1951 - 1965;

b. FDD Summaries, with or without subtitles, 1951 - 1965;

c. Variety of other serial and ad hoc reports identifiable by their FDD number, 1954 - 1965. (C)

6. All documents and information originated by or clearly attributable to FBIS (including FBIB and FBID) and FDD not otherwise described in the preceding guidelines are to be identified for further review by representatives of FBIS. Upon request, FBIS will make staff officers available for the examination of material requiring further review. (C)

7. Citations, extracts, and quotations of FBIS and FDD material not automatically declassified under this guideline, which appear in the records of other organizations, are to be identified for further review by FBIS representatives. (C)

8. Serially numbered reports issued by R&A Branch of COI/OSS; NND memo OSS #2, April 23, 1974--No change; guidelines are still valid.

9. CIA-attributable material found in non-CIA originated documents; NND memo CIA #2, August 4, 1980--No change; guidelines are still valid.

10. Identification of "unevaluated intelligence" attributable to CIA contained in documents originated by other U.S. agencies; NND memo, April 15, 1981--No change; guidelines are still valid.

11. Keywords, titles, and other designations of information having a CIA interest; NND memo, CIA #3, December 15, 1980, (C)--No change; guidelines are still valid.

12. Guidelines to aid NARS to identify unclassified information concerning intelligence sources and methods; N memo, April 1, 1982, (S)--No change; guidelines are still valid.

If you have any questions concerning these guidelines, please contact [redacted] Chief, Classification Review Division, Office of Information Services, on [redacted]

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25X1

Sincerely,

25X1

[redacted]
Director of Information Services
Directorate of Administration

DDA/OIS/CRD [redacted] (18 June 1984)

25X1

Distribution:

Orig/ - Addressee
✓ 1 - CRD Liaison w/NARS
1 - CRD Chrono
1 - OIS Chrono

TRANSMITTAL SLIP		DATE
		10/01/01S
ROOM NO.	BUILDING	
322	Ames	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 66

REPLACES FORM 36-8

(47)

25X1

2-Way Memo

Subject: Declassification Review Guidelines for FBIS Material

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Replier to message):

Reply below the message, keep one copy, return one copy.

To :

Classification and Review
Office of Information Services

DATE OF MESSAGE

9 July 1984

ROUTING SYMBOL

STAT

STAT

REFERENCE: FBIS 1412/84, dated 27 January 1984, same subject

C/AS/FBIS/

FOLD

MESSAGE

FOLD

I was asked if FBIS had any reservations on declassifying paragraphs 2 and 3 of Ref document. FBIS agrees to the declassification of those two paragraphs. There is agreement that paragraphs 4 and 5 of reference should continue to remain classified so that National Archives is the broker between FBIS and other interested parties to the FBIS publications.

Please advise if FBIS can be of any further assistance.

REPLY

From :

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

RETAINED BY ADDRESSEE

5027-107

OPTIONAL FORM 27 (Rev. 7-81)
GSA FPMR (41 CFR) 101-11.6
NSN 7540-00-082-2447

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To :**DATE OF REPLY****ROUTING SYMBOL****SIGNATURE OF REPLIER****TITLE OF REPLIER**

2. RETURNED TO ORIGINATOR

5027-107

OPTIONAL FORM 27 (Rev. 7-81)
GSA FPMR (41 CFR) 101-11.6
NSN 7540-00-082-2447

CONFIDENTIAL*H to enron*

FBIS 1412/84

27 JAN 1984

MEMORANDUM FOR: Director of Information Services, DA

FROM:

[REDACTED]
Director, Foreign Broadcast Information Service

25X1

SUBJECT: Declassification Review Guidelines for FBIS Material (C)

REFERENCE: Your Memo, Dated 7 November 1983, Same Subject

1. The following guidelines which update those of 23 August 77, are established for the declassification review of reports originated by the Foreign Broadcast Information Service (previously known as the Foreign Broadcast Information Branch or the Foreign Broadcast Information Division) and the former Foreign Documents Division (FDD). Unless otherwise stated, the effective time period for this guideline is through 31 December 1965. (U/AIUO)

2. The following FBIS publications have been declassified for the periods indicated:

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1 October 1952 - 18 June 1958
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26 February 1954 - 3 May 1956

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SUBJECT: Declassification Review Guidelines for FBIS Material (C)

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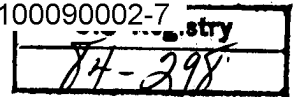
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CONFIDENTIAL

Central Intelligence Agency



Washington, D. C. 20505



Mr. Edwin A. Thompson
Director, Records Declassification Division
National Archives and Records Service
Room 18-W, National Archives Building
Eighth Street & Pennsylvania Avenue, N.W.
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25X1
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Sincerely,

[redacted]
Director of Information Services
Directorate of Administration

25X1

DDA/OIS/CRD/[redacted] (18 June 1984)

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Distribution:

Orig - Addressee
✓ 1 - CRD Liaison w/NARS
1 - CRD Chrono
1 - OIS Chrono

CONFIDENTIAL**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

Declassification Review Guidelines for FBIS Material (C)

FROM: Director, FBIS
212 Key Building**EXTENSION****NO.**

FBIS-1412/84

DATE

27 January 1984

TO: (Officer designation, room number, and building)**DATE****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. D/Information Services, DA
1206 Ames

30 JAN 1984

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CONFIDENTIAL

CONFIDENTIAL

87-064

FBIS 1412/84
27 January 1984

MEMORANDUM FOR: Director of Information Services, DA

FROM:

25X1

Director, Foreign Broadcast Information Service

SUBJECT: Declassification Review Guidelines for FBIS Material (C)

REFERENCE: Your Memo, Dated 7 November 1983, Same Subject

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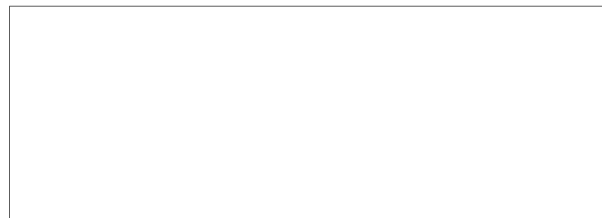
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OIS Registry

82-726

7 NOV 1983

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

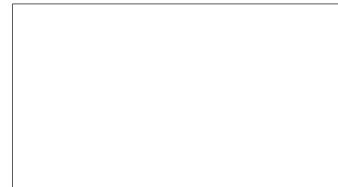
FROM:


Director of Information Services, DA

SUBJECT: Declassification Review Guidelines for FBIS Material

1. The Director of the Records Declassification Division of the National Archives and Records Service (NARS) has requested an updated version of the FBIS/FDD guidelines. Such a guideline was last issued by your office in 1977 and covered FBIS/FDD reports, 1946-1950. A copy is attached for your convenience. These guidelines are used by NARS to treat classified FBIS material which they encounter among the records of other U.S. Government agencies.

2. Please review these guidelines to determine whether they remain current and should be updated, replaced by new guidelines, or should be cancelled altogether. For your background use, I am also attaching a copy of the Agency guideline that was sent to NARS in February 1983. As you will see, based on the general Agency guidance, NARS can be asked to hold all CIA information and documents for classification review by CIA personnel. If that is necessary, then CIA must provide reviewers. This is currently done by the Classification Review Division; they will continue to do so, but may ask you for some internal use only guidance. However, if there are categories of FBIS material which could be handled accurately and securely by cleared NARS personnel acting within your written guidelines, it would be the most efficient way of handling that particular material. Therefore, I am requesting your assistance in this matter.



Attachments:

- A. Guidelines for FBIS Reports
1946-1950
- B. Guidelines for Agency Records
1946-1954

DDA/OIS/CRD/ [redacted] (04 November 1983)

STAT

Distribution:

- Orig - Addressee w/atts
- 1 - RMD w/atts
- 1 - CRD File w/DDS&T Guidelines w/atts
- 1 - **CRD Chrono** w/o atts
- 1 - OIS Chrono w/o atts

ROUTING AND TRANSMITTAL SLIP

Date 3/3/83

TO	Initials	Date
1.		
2.	CIA	
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	<input checked="" type="checkbox"/> Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	<input checked="" type="checkbox"/> For Your Information	See Me
<input checked="" type="checkbox"/> Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Herewith a copy of the regulations, instructions and guidelines under which we are operating. This listing includes all the OSS, SSU, CIG, CIA etc., guidelines/instructions considered to be current. (Copies of the unclassified are attached). After you have been given the listing & the attachments let's get together.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

	Room No.—Bldg.
	Phone No.
	IRM 41 (Rev. 7-76)

* U.S. G.P.O. 1982-361-529/156

FPMR (41 CFR) 101-11.206

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NATIONAL ARCHIVES AND RECORDS SERVICE
RECORDS DECLASSIFICATION DIVISION

SYSTEMATIC REVIEW FOR DECLASSIFICATION
DIRECTIVES AND GUIDELINES

March 1983

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II. NARS Delegation of Authority.

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Delegation of Authority to Declassify Information Originated in the White House.

III. Regulations and Instructions.

Public use of records, donated historical materials, and facilities in NARS, 41 CFR Part 105-61.1 (48FR 6139, Feb. 10, 1983).

Restrictions on the use of records, 41 CFR Part 105-61.53 (48FR 6540, Feb. 14, 1983).

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IV. Declassification Guidelines and Instructions.

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Multilateral Organizations.

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Procedures for processing mandatory review requests for records of NSC primary interest; NN memo, Nov. 19, 1981.

Listing of NSC documents and records of NSC primary interest; NND memo, Jan. 25, 1982.

Certain high level intelligence documents, 1946-48; NND memo, Jan. 16, 1976.

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Council on Foreign Economic Policy

Information originated by the Council, 1954-61; N memo, May 23, 1980.

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Office of Science and Technology Policy (STP)

N memo, Aug. 18, 1981.

Departments, Separate Agencies, Boards, Committees and Commissions

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Agriculture

Information 20 years old or older; N memo, Dec. 7, 1982.

Canal Zone Government see Panama Canal Commission

Central Intelligence Agency (CIA)

- ① CIA predecessor records and information, 1941-46; NND memo, June 18, 1979.
- Identifying and handling CIA information, 1946-54; N memo, Mar. , 1983. (C)
- ② Intelligence method--Secret Writing; NN memo, June 21, 1973.
- ③ Downgrading of World War II (OSS) Top Secret records in NARS; N memo, June 21, 1973.
- ④ Foreign Broadcast Intelligence Service (FBIS) (pre-Aug. 1, 1946); NND memo, Mar. 23, 1976.
- ⑤ FBIS and Foreign Documents Division originated information, 1946-50; NND memo, Oct. 6, 1977 and supplemented by NND memo, Oct. 26, 1978 and amended by NND memo, FBIS #1, Declassification of RESTRICTED FBIS translations, 1951-53; July 27, 1982.
- ⑧ Serially numbered reports issued by R & A Branch of COI/OSS; NND memo OSS #2, Apr. 23, 1974.
- ⑨ CIA-attributable material found in non-CIA originated documents; NND memo CIA #2, Aug. 4, 1980.
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ILLEGIB

Civil Aeronautics Board (CAB)

Information originated prior to Jan. 1, 1959; N memo, Nov. 30, 1982.

Commerce

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Defense (DOD)

N memo, Mar. , 1983.

Office of Scientific Research and Development and its contractors; OSD letter, Sept. 23, 1960.

Encrypted messages; N memo, Mar. 21, 1973.

Identification of information of NSA subject-matter interest; NND memo, June 11, 1980. (FOUO)

Commonly used abbreviations and terms indicative of NSA interest; NND memo, Sept. 13, 1982. (FOUO)

Joint Army Navy Intelligence Studies (JANIS), 1940-47; NND memo, Feb. 24, 1981.

Joint Chiefs of Staff (JCS)

Unclassified and declassified JCS papers, NN memo, Mar. , 1983.

Navy

Protection of certain types of Navy information beyond 20 years; NND memo, Feb. 3, 1981.

Energy (DOE)

Information originated by predecessor agencies of DOE; N memo, Feb. 18, 1983.

Protection of information concerning nuclear programs; NARS Document Security Officer memo, Apr. 12, 1982.

Nuclear Programs; NND memo, May 6, 1982.

Downgrading WW II Top Secret (MED/AEC) records in NARS; N memo, June 21, 1973.

Export-Import Bank of the United States

Information 30 years old or older; N memo, Nov. 30, 1982.

Federal Communications Commission (FCC)

Information 20 years old or older; N memo, Feb. 18, 1983.

Federal Emergency Management Agency (FEMA)

Information originated by predecessors of FEMA; N memo, Mar. , 1983.

Office of Censorship; NN memo, Nov. 15, 1977.

Documents concerning the administration of the Office of Censorship; NND memo, Feb. 14, 1980.

Office of Civilian Defense records through Dec. 31, 1945; NN memo, Mar. 19, 1973.

Federal Maritime Commission

Information 20 years old or older; N memo, Nov. 16, 1982.

Federal Reserve System

Information 20 years old or older; N memo, Dec. 21, 1982.

Federal Security Agency

Records through Dec. 31, 1945; NN memo, Nov. 16, 1972.

Foreign Claims Settlement Commission

N memo, Jan. 4, 1983.

General Services Administration (GSA)

Information 20 years old or older; N memo, Oct. 29, 1982.

Health and Human Services asee Federal Security Agency

Housing and Urban Development (HUD)

Information 20 years old and older; N memo, Nov. 30, 1982.

Intelligence see also NSC, CIA, DOD

Interception of communications; NND memo, July 16, 1981.

Interior

Information 20 years old or older; N memo, Dec. 22, 1982.

International Communications Agency (USICA) see State

International Trade Commission (USITC)

Documents originated by USITC (formerly the U.S. Tariff Commission); N memo, Oct. 12, 1982.

Justice

Information dated prior to Jan. 1, 1946; NN memo, Oct. 31, 1972.

Information dated after Jan. 1, 1946; N memo, Mar. , 1983.

FBI originated information dated prior to Jan. 1, 1946; N memo, Nov. 30, 1981.

Labor

Information 20 years old or older; N memo, Jan. 27, 1983.

National Academy of Sciences (NAS) and National Research Council (NRC)

NND memo, Quasi-Official Agencies #1, May 4, 1977.

National Advisory Council on International Monetary and Financial Policies

Formal papers 20 years old or older; N memo, Jan. 27, 1983.

National Aeronautics and Space Administration (NASA) and National Advisory Committee on Aeronautics (NACA)

Information 30 years old or older; N memo, Jan. 27, 1983.

National Science Foundation (NSF)

N memo, Dec. 27, 1982.

Nuclear Regulatory Commission (NRC)

N memo, Jan. 27, 1983.

Panama Canal Commission

Information 20 years old or older; N memo, Mar. , 1983.

Personnel Management, Office of (OPM)

Information 20 years old or older, N memo, Mar. , 1983.

Post Office Department

N memo, Mar. 8, 1973.

Securities and Exchange Commission (SEC)

Information 20 years old or older; N memo, Dec. 8, 1982.

Selective Service System

Information 20 years old or older; N memo, Nov. 19, 1982.

Small Business Administration (SBA)

Information 20 years old or older; N memo, Nov. 16, 1982.

State (DOS)

Information dated prior to Jan. 1, 1950; N memo, Mar. , 1983.

Records dated 1950-1954. N memo, Apr. 2, 1982.

Information related to intelligence activities, sources and methods; NND memo, Dec. 17, 1979. (C)

Supplemental guidelines for reviewers of classified information under DOS jurisdiction; N memo, Apr. 9, 1982. (S)

Tennessee Valley Authority (TVA)

Information dated prior to June 1, 1979; N memo, Dec. 22, 1982.

Transportation (DOT)

Information 20 years old or older; N memo, Dec. 16, 1982.

Treasury

Information dated prior to Jan. 1, 1959; N memo, Feb. 25, 1983.

Veterans Administration (VA)

NN memo, Mar. 16, 1976.

War Information, Office of (OWI)

N memo, Jan. 12, 1973.

Non-Government Activities

Private and public concerns doing business with the Government

NNmemo, Mar. 2, 1973

U.S. Territories and Possessions

Philippine Commonwealth Government

Documents, 1935 thru July 4, 1946; NN memo, May 23, 1974.

U.S. Congress

General Accounting Office (GAO)

NND memo GAO #1, July 25, 1974.

General Printing Office (GPO)

NND memo, Aug. 26, 1974.

U.S. Senate

Documents 20 years old and older; N memo, Aug. 14, 1981.

Foreign Government InformationGeneral Guidelines for Systematic Declassification Review of Foreign Government Information (FGI)

ISOO Guidelines covering FGI 30 years old or older; N memo, Feb. 18, 1983.

British (UK)Ministry of Defence (MOD)

UK, MOD Sensitivity Review; NND memo, Nov. 17, 1982. (C)

British Chiefs of Staff (COS) Committee minutes and memoranda and Joint Planning Staff papers, 1947-50; NND memo, Feb. 18, 1981.

-----, 1951; NND memo, July 14, 1981.

-----, 1952; NND memo, Apr. 26, 1982.

-----, 1953; NND memo, Feb. 10, 1953.

Closed minutes and memoranda of subsidiary committees of the British Chiefs of Staff, thru 1952; NND memo, Nov. 24, 1981.

-----, 1953; NND memo, Oct. 4, 1982.

British Naval Histories, "Battle Summaries;" NND memo no. 3, Nov. 19, 1981.



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Germany and Japan

Information through Dec. 31, 1946; NN memo, Dec. 18, 1974.

Multilateral OrganizationsAdvisory Council on Italy

Records regardless of date; NN memo, Jan. 29, 1974.

Allied Control Council for Germany

Documents thru Dec. 31, 1946; NN memo, May 1, 1974.

European Advisory Commission (EAC)

Records regardless of date; NN memo, Dec. 18, 1972.

Far Eastern Commission

Records regardless of date; NN memo, Mar. 28, 1974.

International Joint Commission, United States and Canada

Records regardless of date; N memo, July 24, 1979.

North Atlantic Treaty Organization (NATO)United Nations Relief and Rehabilitation Administration (UNRRA)

Records regardless of date; NN memo, Jan. 29, 1973.

United Nations War Crimes Commission

Treatment of various war crimes records (including International Military Tribunal (IMT) at Nuremberg and International Military Tribunal for the Far East (IMTFE); N memo, Sep. 3, 1974.

Amendment to above; NND memo, Dec. 13, 1978.

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

DATE: June 18, 1979

National Archives and Records Service
Washington, DC 20408REPLY TO
ATTN OF: NNDSUBJECT: Special guidelines for declassification review
of CIA predecessor records and information dated
between 1941 and 1946.

TO: NNDA, NNDG

1. Attached is a copy of the "Guidelines for Classification Review of CIA Predecessor Records and Information Between 1941-1946" dated December 11, 1978, issued by Gale Allen, Chief of the Classification Review Group, CIA. In providing these guidelines we were requested to implement their use in the same manner as we had the special guidelines issued in 1975. Consequently they will be used exclusively by those NARS personnel who have satisfactorily completed special on-the-job training under the direct supervision of a CIA specialist and demonstrated to him a satisfactory level of understanding and proficiency in their application. Their work will continue to be subject to CIA spot-checking. NND Branch Chiefs will consult with the appropriate CIA officials before delegating this authority to any member of their staff. The names of all staff members so authorized will be forwarded to the Division Director by Branch Chiefs who will be responsible for maintaining an adequate pool of authorized personnel in their unit and informing NND of any additional requirements or changes.

2. The declassification stamp marking to be applied by these authorized NARS staff members to individual documents which are declassified under these guidelines should appear as follows:

DECLASSIFIED
E.O. 12065, Sec. 3-402
CIA special guidelines, December 11, 1978
By _____ NARS, Date _____

3. NARS staff members reviewing information originated by the Coordinator of Information (COI) or the Office of Strategic Services (OSS), or the Strategic Services Unit (SSU) which cannot be declassified under the provisions of the Central Intelligence Agency Systematic Review Guidelines dated June 5, 1979 (promulgated in NARS on June 14, 1979), will refer the document to those NARS staff members especially authorized to apply these guidelines. Requests arising outside of NND will be forwarded to the appropriate Branch Chief for assignment.

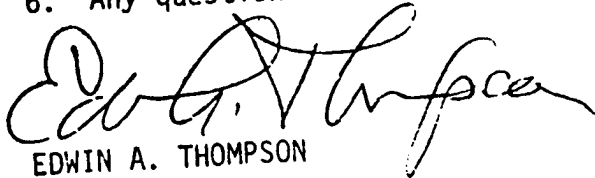
4. NARS general and specific restrictions will continue to be applied to the accessioned records of these CIA predecessor agencies as in the past. The donor restrictions imposed on donated historical materials will be applied prior to release.

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5. The "Special guidelines for declassifying documents originated by the World War II predecessor organizations of the Central Intelligence Agency" issued by NND on February 4, 1975 is superseded.

6. Any questions concerning this matter should be referred to NND (523-3165).



EDWIN A. THOMPSON

Director

Records Declassification Division

Attachment

11 December 1978

GUIDELINES FOR CLASSIFICATION REVIEW OF
CIA PREDECESSOR RECORDS AND INFORMATION
BETWEEN 1941-1946

These guidelines are for use in reviewing the classification of permanent records of the Coordinator of Information (COI), (in existence from July 1941 to June 1942); the Office of Strategic Services (OSS), (June 1942 to September 1945); and the Strategic Services Unit (SSU), (October 1945 to October 1946) for which the Director of the CIA has responsibility. Executive Order 12065 requires that classified information constituting permanently valuable records of the government, as defined by 44 U.S.C. 2103, shall be reviewed for declassification as it becomes twenty years old or thirty years in the case of foreign government information. The Order further requires that guidelines for systematic review for declassification shall be issued and state specific limited categories of information which, because of their national security sensitivity, should not be declassified automatically but should be reviewed item-by-item to determine whether continued protection is needed.

A document can only be exempted from declassification if information contained therein is exempt by statute from declassification or meets a two-step test:

1. It concerns one or more of the classification requirements set forth in Section 1-301 of Order:

- (a) military plans, weapons, or operations;
- (b) foreign government information;
- (c) intelligence activities, sources or methods;
- (d) foreign relations or foreign activities of the United States;
- (e) scientific, technological, or economic matters relating to the national security;
- (f) United States Government programs for safeguarding nuclear materials or facilities; or
- (g) other categories of information which are related to national security and which require protection against unauthorized disclosure as determined by the President, by a person designated by the President pursuant to Section 1-201, or by an agency head; and

2. Its unauthorized disclosure could reasonably be expected to cause at least identifiable damage to the national security because of the nature or substance of the information itself or the fact of its possession by the United States Government.

Decisions to exempt a document from declassification must balance the need to safeguard U.S. national security interests against the public's right to know. If classified information or documents from other U.S. Government agencies are found among these records, they will be reviewed under the originating agency's classification review guidelines or be referred to the originating agency for its review as appropriate.

The major concern in the review of the records of the COI, OSS and SSU is to protect sensitive intelligence sources and methods. The Director of the CIA has statutory responsibility to protect intelligence sources and methods.

An intelligence source is a person, organization, group, technical system, mechanism, device or any other means or instrument that has provided or is being developed to provide foreign intelligence or foreign counterintelligence and which, if its identity or capability is disclosed, could be vulnerable to counteraction which may nullify or significantly reduce its effectiveness in providing foreign intelligence or foreign counterintelligence to the United States. The premature disclosure of the identities of sources who cooperated in confidence will undoubtedly have an adverse impact on an intelligence agency's ability to obtain new sources out of the fear of ultimate compromise. Ideally, source identities should never be disclosed but at a minimum they should not be revealed for at least 75 years to afford a basic level of protection to the sources and their immediate families.

A present, past or prospective intelligence method is a procedure, mode, technique, or requirement used or being developed to acquire, transmit, analyze, evaluate, or process foreign intelligence or foreign counterintelligence or which supports an intelligence source or operation and if disclosed, is vulnerable to counteraction that could nullify or significantly reduce its effectiveness in supporting the foreign intelligence or foreign counterintelligence activities of the United States, or could reasonably lead to the disclosure of an intelligence source or operation.

Operational intelligence activities of the COI, OSS, or SSU are not of themselves exempt from declassification, except to the extent that disclosure would expose sensitive intelligence sources or methods currently in use or proposed for use, or do damage to the current or future foreign intelligence or diplomatic interests of the United States.

All classified documents and other materials originated by COI, OSS, or the SSU, or for which they had responsibility, may be declassified except those which, after review under these general guidelines, contain information judged to be still sensitive and which, if declassified, reasonably could be expected to:

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GENERAL SERVICES ADMINISTRATION

National Archives and Records Service

Washington, DC 20408



DATE: JUN 21 1973

REPLY TO
ATTN OF: NN

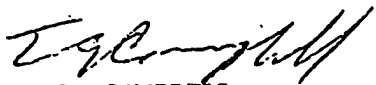
SUBJECT: Intelligence method - secret writing

NND, NNF, NNG, NNM

A recent exchange of correspondence between NARS and the CIA has delineated one category of intelligence methodology, "Secret writing," which will require continued security protection (copies of the correspondence are attached). OEP has concurred. Numerous documents concerning secret writing have been found in RG 216, Records of the Office of Censorship. A few documents on the same subject have been found in RG 226, Records of the Office of Strategic Services. We have reason to believe that documents containing information on secret writing may be found in other record groups, most particularly in intelligence files. The procedure for handling secret writing documents of the type described in the letter of May 31, 1973 (E. A. Thompson to [redacted] is as follows:

STAT

1. Documents marked as Top Secret may be downgraded to Secret (per letter from Lawrence R. Houston, General Counsel, CIA, to James B. Rhoads, 16 April 1973).
2. Documents marked as Secret or Confidential relating to the secret writing types outlined in the May 31, 1973 letter will remain at that security protection level. Similar documents marked Restricted will be handled as "Confidential" pending review.
3. All documents containing information on secret writing which under this guideline may require continued protection must be reviewed by OSS reviewers or specialists of the CIA. Priority in submitting such documents for review should be given to those pre-dating January 1, 1946.
4. NARS general and specific restrictions will continue to be applied to such documents irrespective of the classification, downgrading or declassification action of the OSS or CIA representatives.
5. Questions should be referred to Edwin A. Thompson, extension 13-36323.


E. G. CAMPBELL
Assistant Archivist
for the National Archives

Attachments

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

8 June 1973

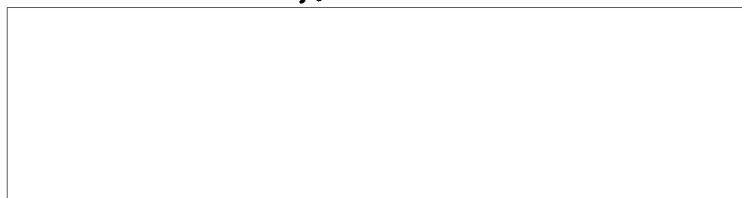
Mr. Edwin A. Thompson
Director, Records Declassification Division
National Archives and Records Service
Eighth Street and Pennsylvania Avenue, N.W.
Washington, D. C. 20408

Dear Al:

The competent authorities within the Agency have reviewed the guidelines for the declassification of documents dealing with the subject of secret writing, transmitted to this office by your letter of 31 May 1973. They concur. With respect to those methods which require continued protection, inasmuch as their future sensitivity is dependent upon the unpredictable advance of technology, it is impossible to determine a date for automatic declassification.

Subject to the concurrence of the Office of Emergency Preparedness, the successor agency to the Office of Censorship, I direct the Archivist of the United States to continue to protect, in the interest of national security, the secret inks and micro-photography methods as specified in the guidelines. I am authorized to present the official Agency position in such matters.

Sincerely,



Special Assistant for Information Control

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that while the Office of Emergency Preparedness is the successor agency to the Office of Censorship, a decision on security protection of this intelligence methodology is beyond their ken. I have not discussed this matter with John Nocita of the OEP staff. Your thoughts on this matter will be appreciated.

Sincerely,

EDWIN A. THOMPSON
Director
Records Declassification Division

CC:
Official File - NND
Day File - NND

EAThompson/rg 5-31-73



DATE: JUN 21 1973

National Archives and Records Service

Washington, DC 20408

REPLY TO:
ATTN OF: N

SUBJECT: Downgrading of World War II
Top Secret records in NARS

NC, NL, NN

1. To facilitate the NARS declassification review program, the Chairman of the Interagency Classification Review Committee, John S. D. Eisenhower, in a letter dated March 29, 1973 asked heads of departments and agencies to consider authorizing the automatic downgrading from Top Secret to Secret the departmental classified records now in the Archives or transferred there at a future date. Most of the replies received referred to their agency's previous response on declassification guidelines for World War II records (generally through December 31, 1945). Two agencies, however, did authorize action not explicit in their previous instruction. Copies of these letters are attached.

Atomic Energy Commission

Letter from C. L. Marshall to Ambassador Eisenhower, April 6, 1973.

Central Intelligence Agency

Letter from Lawrence R. Houston to James B. Rhoads, April 16, 1973.

2. You are authorized to delegate to members of your staff the authority given to downgrade from Top Secret to Secret the documents originated by predecessors of these two agencies. This action should facilitate handling and transmitting some of our highly classified documents.

3. The downgrading stamp mark which may be applied should appear as follows:

DOWNGRADED TO SECRET
per AEC letter, 6 Apr. 1973
By _____ NARS, Date _____

DOWNGRADED TO SECRET
per CIA letter, 16 Apr. 1973
By _____ NARS, Date _____

4. Questions should be referred to Edwin A. Thompson, extension 13-36323.

JAMES B. RHOADS
Archivist of the United States

Attachments

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

Lee

16 April 1973

Dr. James B. Rhoads
Archivist of the United States
National Archives and Records Service
Washington, D. C. 20408

Dear Dr. Rhoads:

I have been asked to respond to Ambassador Eisenhower's letter of 29 March 1973, proposing that all World War II Top Secret records held by the National Archives be downgraded to Secret in order to ease the clearance problem faced by National Archives.

This Agency hereby downgrades to Secret all Top Secret World War II documents in the custody of the Archivist of the United States for which CIA is the responsible Agency. We also agree to a similar downgrading for Top Secret World War II documents which are the responsibility of other departments but are of concern to CIA. The above of course does not apply to documents or information originating with foreign governments, where the requirements of the originating government or the special circumstances of acquisition must be respected.

Sincerely,

Lawrence R. Houston
General Counsel

STAT



UNITED STATES
ATOMIC ENERGY COMMISSION
WASHINGTON, D.C. 20545

APR 6 1973

Ambassador John S. D. Eisenhower
Chairman, Interagency Classification
Review Committee
c/o Mr. David Young
The White House
Washington, D.C. 20500

Dear Ambassador Eisenhower:

This is in response to your memorandum dated March 29, 1973,
on the subject of World War II Declassification.

The AEC has concluded that none of the atomic energy
information generated during the World War II period,
including that generated by the Manhattan Engineering
District, need any longer be classified Top Secret.
Accordingly, the National Archives and Record Service may
consider that all documents of this nature may immediately
be downgraded to Secret pending a review to determine
whether or not a lower classification or declassification
would be appropriate.

Sincerely,

A handwritten signature in dark ink, appearing to read "C. L. Marshall", is positioned above the typed name.

C. L. Marshall, Director
Division of Classification



DATE: March 23, 1976

National Archives and Records Service

Washington, DC 20408

REPLY TO
ATTN OF: NNDSUBJECT: NND Staff Information Memo -
Declassification of records originated
the the Foreign Broadcast Intelligence Service (FBIS)

NND, NNDG

The Foreign Broadcast Intelligence Service (FBIS) was established, at the suggestion of the State Department, in February 1941 as part of the Federal Communications Commission. Known as the Foreign Broadcast Monitoring Service until July 1942, it was responsible for the recording, translating, analyzing, and reporting of foreign radio broadcasts for interested Government agencies. In performing these duties, FBIS worked closely with the Office of War Information, British Ministry of Information, and the British Broadcasting Corporation. Legislation of May 3, 1945 (59 Stat, 110) directed that the FCC end its foreign broadcast monitoring activities not later than six months after the conclusion of hostilities with Japan and in December of that year this function was turned over to the War Department. On August 5, 1946, FBIS was transferred to the newly established Central Intelligence Group as the Foreign Broadcast Information Service. The transfer became effective the following November and, when the CIG was replaced by the Central Intelligence Agency in 1947, FBIS became a part of CIA.

The following procedures have been agreed to concerning the declassification of FBIS-originated documentation:

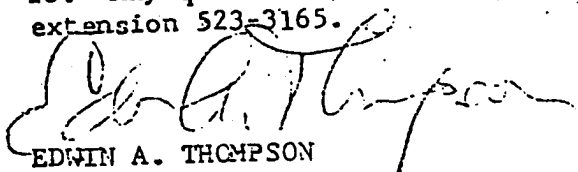
1. The Federal Communications Commission has no interest in security classified documents and information originated by FBIS. Any continued security sensitivity should be identified for the agencies with a primary subject-matter interest. All other documents may be declassified insofar as the FCC is concerned.
2. With the exceptions cited in (4), the Central Intelligence Agency has no interest in the continued classification of FBIS documents and information originated prior to November 1, 1946 which relate to the official mission of FBIS to record, analyze, translate, and report upon open foreign broadcasts. Nor does it have any interest in protecting the names of FBIS personnel carrying out this official mission.
3. The Central Intelligence Agency does not consider official FBIS relations with the British Ministry of Information and the British Broadcasting Corporation to be British "intelligence" information.
4. The Central Intelligence Agency is, however, interested in any information pertaining to any use of FBIS personnel and facilities for other than normal monitoring of open media sources. Such information should be identified for further review by appropriate personnel of the Agency.

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FBIS

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5. All documents and information originated by or clearly attributed to the Office of Strategic Services, the Strategic Services Unit of the War Department, the Central Intelligence Group, and the Central Intelligence Agency are to be identified for further review by appropriate personnel.
6. Documents and information pertaining to cryptography and communications intelligence should be identified for further review by the National Security Agency.
7. FBIS-originated documents and information may be reviewed according to the guideline issued by the Federal Communications Commission. (See NND Staff Guidance Memo of January 30, 1973.) The declassification authority granted by this guideline may be extended from January 1 to October 31, 1946 (the date of effective transfer from FCC to CIG) as far as FBIS-originated material is concerned.
8. Documents and information of other origins will be reviewed according to currently applicable guidelines.
9. NARS general and specific restriction statements will continue to be applied as in the past.
10. Any questions should be referred to Edwin A. Thompson, NND, extension 523-3165.



EDWIN A. THOMPSON

Director

Records Declassification Division

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION



DATE: October 6, 1977

National Archives and Records Service
Washington, DC 20408

REPLY TO
ATTN OF: NND

SUBJECT: NND Staff Information Memo

Review for declassification of Foreign Broadcast Information Service
and Foreign Documents Division originated information, 1946-50

NNDA, NNDG

The Central Intelligence Agency (CIA) by letter dated August 23, 1977 to Edwin A. Thompson) issued guidelines that authorize the declassification of certain documents and information originated by or clearly attributable to the Foreign Broadcast Information Service (FBIS), the Foreign Documents Division (FDD) and their predecessors after 1945. The guidelines also specify types of classified information originated by or clearly attributable to those organizations that must be referred to the CIA for declassification determinations. A copy of the CIA letter and the "Guidelines for the Declassification Review of FBIS/FDD Reports, 1946-1950" are attached. The letter and guidelines are further interpreted as follows:

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1. Security classified information originated by FBIS prior to 1 August 1946 will be reviewed in accordance with "NND Staff Information Memo--Declassification of records originated by the Foreign Broadcast Intelligence Service (FBIS)" dated March 23, 1976 which remains in effect. FBIS and FDD originated classified information dated after 31 July 1946 will be reviewed in accordance with the attached guidelines and/or other relevant guidelines currently in effect.

2. Security classified information originated by or clearly attributable to the Office of Strategic Services (OSS), the Strategic Services Unit (SSU) of the War Department, the Central Intelligence Group (CIG), and the Central Intelligence Agency and not the exclusive product of FBIS or FDD, is not declassifiable under these guidelines. Such information should be identified for further review by designated personnel of NND and/or the CIA.

3. Documents and information in FBIS records concerning cryptography and communications intelligence should be identified for further review by CIA. CIA will coordinate with NSA as necessary.

4. The stamp marking to be applied to FBIS originated information dated after 31 July 1946 and all FDD originated information declassified in accordance with the attached CIA Guidelines, should read as follows:

DECLASSIFIED

7/10/77 00721/3441/3(E)/E/3(P)/01/1(E)
CIA letter, 23 Aug. 1977

By _____ NARS, Date _____

E.O. 12065, Sec. 3-402



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5. NARS general and specific restriction statements will continue to be applied as in the past.

6. Any questions for the Records Review Branch of the CIA should be referred through NND, extension 523-3165.

A handwritten signature in dark ink, appearing to read 'Edwin A. Thompson', is written over the typed name.

EDWIN A. THOMPSON
Director
Records Declassification Division

Attachments

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

23 AUG 1977

Mr. Edwin A. Thompson
Director, Records Declassification Division
National Archives and Records Service
Eighth Street and Penna. Avenue, NW
Washington, D.C. 20408

Dear Alan:

The attached declassification review guidelines have been approved by the Director, Foreign Broadcast Information Service. They were prepared as a result of action initiated by the Records Review Branch and are intended to assist your staff in identifying the reports, documents, and other information originated by, or clearly attributable to, FBIS, the Foreign Documents Division and their predecessors, which may or may not be declassified without further review.

It is understood that FBIS will make a reviewer available to decide upon that material requiring further action, once a sufficient quantity is identified by your staff.

Please direct all questions concerning applicability of these guidelines to the Records Review Branch.

Sincerely,

Senior Review Officer

Attachment

STAT

23 AUG 1977

MEMORANDUM FOR: Chief, Information Systems Analysis Staff
Chief, Records Review Branch/ISAS
Director, Records Declassification Division,
NARS

FROM: Director, Foreign Broadcast Information
Service

SUBJECT: Guidelines for the Declassification Review
of FBIS/FDD Reports, 1946-1950

REFERENCE: NND Staff Information Memo--Declassification
of Records Originated by the Foreign
Broadcast Intelligence Service (23 Mar. 76)

I. INTRODUCTION

The following guidelines are established for the declassification review of reports originated by the Foreign Broadcast Information Service (previously known as the Foreign Broadcast Information Branch or the Foreign Broadcast Information Division) and the Foreign Documents Division (FDD). Unless otherwise stated, the effective time period for this guideline is 31 July 1946 to 31 December 1950 as far as FBIS/FBIB/FBID reports are concerned and from 1 December 1946 to 31 December 1950 as far as reports of FDD and its predecessors are concerned. (See attachment for a chronology of FBIS and FDD.)

II. FBIS

1. FBIS/FBIB/FBID translations of foreign broadcasts may be declassified without further review when classified RESTRICTED unless otherwise noted below. Such translations marked For Official Use Only (FOUO) may be considered unclassified from the national security standpoint. Broadcast translations classified CONFIDENTIAL or above will be identified for review by FBIS representatives. *dated through 31 Dec. 1953*

2. The following FBIS publications have been declassified for the periods indicated:

a. Survey of USSR Broadcasts, 22 April 1947 - 19 June 1958.

b. Survey of Far East Broadcasts, 12 October 1950 - 26 June 1958.

c. Trends and Highlights of Moscow Broadcasts, 5 October 1950 - 18 June 1958.

3. Other titles in this media analysis series are to be identified for further review by FBIS representatives.

4. The following specific FBIS report series are to be identified for further review by FBIS representatives, regardless of date:

a. FBIS Special Reports, 1946-1950 (Confidential).

b. FBIS Far East Information Abstracts, 1949-1950 (Confidential).

c. Ad Hoc FBIS Reports, 1950 (Secret).

d. FBID, USSR and Satellite Abstracts (economic and industrial information, 1949-1950, classified Confidential).

e. FBID Facts and Figures, 1948 (Confidential).

III. FDD

1. FDD publications based on translations of open sources (newspapers, journals, monographs, books, etc.) which are classified RESTRICTED or above are to be identified for further review by FDD representatives, regardless of date.

2. These report categories include:

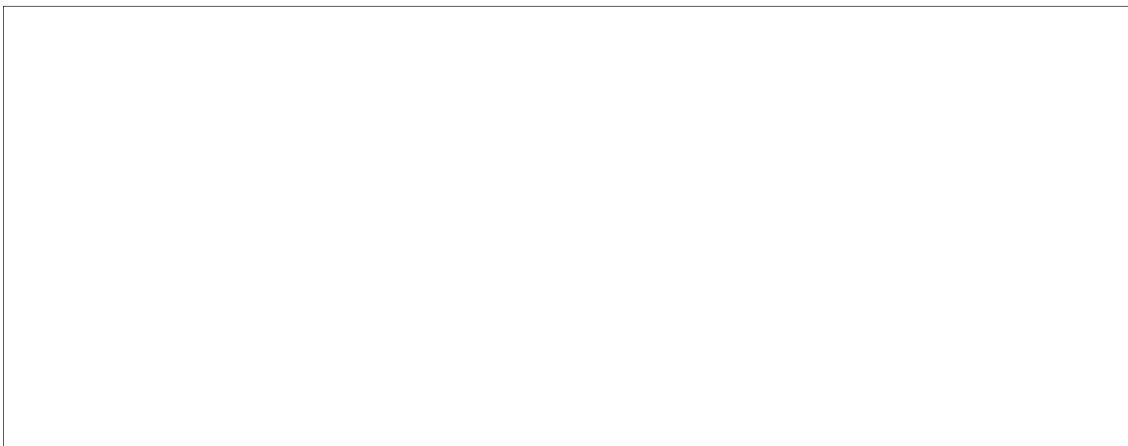
a. CIG Documents Branch Summaries, 1946-1947.

b. FDD Periodical Abstracts, 1947-1950 (Secret).

c. FDD Summary Special, 1950 (Secret).

- d. FDD Press Extracts, 1947-1948 (Secret).
- e. FDD Washington Document Center Information Series, 1946 (Confidential).
- f. FDD Washington Document Center Publications, 1946-1947 (Restricted).
- g. FDD Washington Document Center Report, 1946-1947 (Secret).
- h. FDD Washington Document Center Summary, 1946 (Secret).
- i. FDD Translation Specials, 1950 (Secret).
- j. FDD Title Cards (WDC Translations and Summaries, 1946-1950, Secret).
- k. FDD Summaries, 1946-1950 (Secret).

3. The following categories of reports issued by FDD are to be identified for review by FDD representatives, regardless of date, because they are based upon not only FDD-initiated translations of open sources but also covert sources and classified submissions for translations by other CIA components, non-CIA governmental components, and foreign government agencies:



- d. Consolidated Translation Survey, 1946-1950 (Secret);
- e. FDD/CTS Supplement, 1950 (Secret);
- f. FDD Consolidated Translation Survey, 1949-1950 (Confidential).

IV. CONCLUSIONS

1. All documents and information originated by or clearly attributable to the FBIS (including FBIB and FBID) and the FDD not otherwise described in the preceding guidelines are to be identified for further review by representatives of FBIS and FDD.

2. Upon request, FBIS and FDD will make staff officers available for the examination of material requiring further review.

3. Citations, extracts, and quotations of FBIS and FDD material not automatically declassified under this guideline, which appear in the records of other organizations, are to be identified for further review by FBIS and/or FDD representatives.

Attachment

II. FOREIGN BROADCAST INFORMATION SERVICE

<u>Date</u>	
26 Feb. 41	Foreign Broadcast Monitoring Service (FBMS) was established under the Federal Communications Commission (FCC).
26 Jul 42	FBMS was changed to "Foreign Broadcast Intelligence Service" (FBIS).
Apr. 46	A change to the name "Foreign Broadcast Reporting Service" (FBRS) was briefly considered but was never formally adopted.
1 Jan 46	FBIS was transferred to the War Department.
31 Jul 46	FBIS was transferred to CIG; it was placed under the Office of Collection and Dissemination (OCD).
17 Oct. 46	FBIS was transferred from OCD/CIG to the Office of Operations (OO).
31 Oct. 46	The designation "Foreign Broadcast Intelligence Service" was changed to "Foreign Broadcast Information Service" (FBIS).
31 Dec. 46	FBIS was changed to "Foreign Broadcast Information Branch" (FBIB).
28 Jul 47	The field bureaus were informed that they would no longer be designated FBIB but would retain the name FBIS.
26 Sep. 49	FBIB became the "Foreign Broadcast Information Division" (FBID).
11 Oct. 49	The CIA identification was removed from all FBIS publications.
1 Jul 65	OO was abolished; FBID was changed to FBIS, which was designated an Agency office.
1 May 67	The FDD-FBIS merger was approved.

6

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION*National Archives and Records Service*
Washington, DC 20408DATE: October 26, 1978
REPLY TO
ATTN OF: NNDSUBJECT: NND Staff Information Memo Supplement No.1 to Memo,
"Review for declassification of Foreign Broadcast Information Service
and Foreign Documents Division originated information, 1946-50,"
dated October 6, 1977.

TO: NNDA, NNDG

The Foreign Broadcast Information Service's (FBIS) weekly publication entitled Trends in Communist Media is automatically declassified six months after date of issue. This declassification authorization covers both the current publication Trends in Communist Media (5 April 1967-present) and seven predecessor publications, as follows:

1. Survey of USSR Broadcasts.
22 April 1947 - 19 June 1958
2. Survey of Far East Broadcasts.
12 Oct. 1950 - 26 June 1958
3. Trends and Highlights of Moscow Broadcasts.
5 Oct. 1950 - 18 June 1958
4. Trends and Highlights of Peking Broadcasts.
1 Oct. 1952 - 18 June 1958
5. Trends and Highlights of Communist Bloc Broadcasts.
25 June 1958 - 29 March 1967
6. Survey of Communist Bloc Broadcasts.
3 July 1958 - 20 March 1967
7. Survey of Communist Propaganda.
13 April 1967 - 23 April 1970

The declassification stamp marking to be applied to copies of any of these seven FBIS publications and copies of the Trends in Communist Media over six months old, should read as follows:

DECLASSIFIED

By _____ FBIS letter, 24 Oct. 1978

NARS, Date _____


EDWIN A. THOMPSON
Director

Records Declassification Division



Keep Freedom in Your Future With U.S. Savings Bonds



Date : July 27, 1982

Reply to
Attn of : NND

Subject: NND Staff Information Memo - FBIS #1
Declassification of RESTRICTED FBIS translations, 1951-53.

To : NNDA, NNDG

1. The Central Intelligence Agency issued "Guidelines for the Declassification Review of FBIS/FDD Reports, 1946-1950" dated 23 August 1977 (and issued as an NND Staff Information Memo of October 6, 1977) is amended as follows:

Section II, FBIS, Paragraph 1, insert the words "dated through December 31, 1953" at the end of the first line. Thus, the first sentence would read,

1. FBIS/FBIB/FBID translations of foreign broadcasts dated through December 31, 1953 may be declassified without further review when classified RESTRICTED unless otherwise noted below.

2. The stamp marking to be applied to RESTRICTED FBIS translations dated between 1951 and 1953 should read as follows:

DECLASSIFIED
CIA letter 19 July 1982
By _____ NARS, Date _____

A copy of the authority letter is attached.

3. The remainder of the 1977 Guideline as supplemented by the "NND Staff Information Memo Supplement No. 1" dated October 26, 1978 remains in effect.

EDWIN A. THOMPSON
Director
Records Declassification Division

Attachment

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

19 July 1982

Mr. Edwin A. Thompson
Director, Records Declassification
Division
Office of the National Archives
National Archives and Records Service
General Services Administration (NND)
Room 18-W, National Archives Building
8th Street and Pennsylvania Avenue, N.W.
Washington, D.C. 20408

Dear Mr. Thompson:

The Central Intelligence Agency has no objection to extending
declassification authority for RESTRICTED FBIS translations to cover
the years 1951-1953, as requested in the memorandum to you from

(
 dated 7 July 1982.

Sincerely,

Agency Records Management Officer

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GENERAL SERVICES ADMINISTRATION

National Archives and Records Service

Washington, D.C. 20408



DATE: April 23, 1974

LY TO:
FN OF: NND

SUBJECT: NND Staff Information Memo-OSS #2

Declassification review of the serially-numbered reports issued by the Research and Analysis Branch of the Coordinator of Information/Office of Strategic Services.

TO: NNDA, NNDW

1. During World War II the Research and Analysis Branch of the Coordinator of Information/Office of Strategic Services issued more than 3,000 serially-numbered reports on a wide variety of political, economic, and other subjects. Because the functions and personnel of the Research and Analysis Branch were transferred to the Department of State on the dissolution of OSS at the end of the war, the Department of State became the appropriate agency to determine when the reports might be declassified. Of the total number of reports, 600 were declassified in 1950, and authority to declassify the remaining 2,400 was contained in a memorandum from William M. Franklin of the Department of State to Edwin A. Thompson on May 26, 1971.

2. Serially-numbered reports issued by the Research and Analysis Branch may be identified by the following elements on the title page:

(a) The name of the issuing office which was the Research and Analysis Branch, initially, of the Coordinator of Information or, subsequently, of the Office of Strategic Services;

(b) A number consisting of one to four digits and, occasionally, one or more further digits to the right of a decimal point;

(c) The designation "R & A No." preceding the number;

(d) The title of the report;

(e) The date of the report, not earlier than July 11, 1941 and not later than December 31, 1945.

3. The Coordinator of Information, the Office of Strategic Services, and the overseas outposts of the Research and Analysis Branch produced other kinds of serially-numbered documents which should not be confused with R & A reports. The latter were produced only in Washington, D.C., by the Research and Analysis Branch of COI or OSS.

4. Reviewers, on finding numbered R & A reports, may consider them declassified and may cite the latest State Department guideline as the appropriate declassification authority, i.e. the letter of August 9, 1973. Reviewers should not tab, list, or withdraw such documents for review by

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the Central Intelligence Agency. However, all other classified documents originated by COI or OSS remain subject to review by the CIA.

NND Information Memo-OSS # 1 is superseded accordingly.

A handwritten signature in cursive script, appearing to read 'Edwin A. Thompson', is written over the typed name.

EDWIN A. THOMPSON

Director

Records Declassification Division



General National Archives
Services and
Administration Records Service Washington, DC 20408

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to August 4, 1980

Reply to
Attn of : NND

Subject: NND Staff Information Memo - CIA #2
Systematic review of CIA-attributable material
found in non-CIA originated documents.

TO : NNDA, NNDG, NNDR

1. The Chief, Classification Review Division of the Central Intelligence Agency has requested that we handle "unevaluated intelligence" attributable to CIA, but contained in documents originated by other U.S. agencies, in the same way as is already done with CIA-originated documents containing such intelligence. (Those procedures are specified in NND Staff Information Memo - CIA #1, [redacted])

[redacted] A copy of the letter detailing the types of documents involved is attached. (Letter, [redacted] to Edwin A. Thompson, 24 March 1980.)

2. Reference to such CIA-attributable material found in non-CIA documents on worksheets, withdrawal notices or in correspondence will identify the apparent source and addressee, subject, date, document and file number in the usual manner (unless such information would divulge classified information) but identify the CIA as the agency responsible for further action.

3. The Director, Information Security Oversight Office has approved the request of the Director of Central Intelligence to waive the 10-year review requirement in Section 3-401 for information in this category. The marking to be applied to such documents as are encountered in the course of systematic review shall appear as follows:

EXEMPT from declassification
per E.O. 12065, Sec. 3-4
Re-review on (enter date 30 years later)

4. Requests by researchers for material identified under this memorandum as "unevaluated intelligence" attributable to CIA, under the mandatory review provisions of E.O. 12065 or the Freedom of Information Act will be reproduced and forwarded for review to:

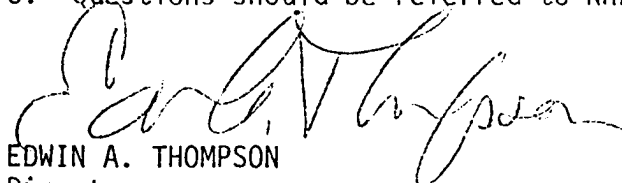
Information and Privacy Coordinator
Central Intelligence Agency
Room 2E42, Headquarters Building
Washington, DC 20505

5. If there is any doubt as to the attribution of intelligence information in any particular document, it should be shown to the CIA personnel reviewing records at NARS for resolution.

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6. Questions should be referred to NND, telephone 523-3165.

A handwritten signature in cursive script, appearing to read 'Edwin A. Thompson', is written over the typed name.

EDWIN A. THOMPSON

Director

Records Declassification Division

Attachment

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

24 March 1980

Mr. Edwin A. Thompson
Director, Records Declassification Division
National Archives and Records Service
Room 18-W, National Archives Building
Eighth Street and Pennsylvania Avenue, N.W.
Washington, D.C. 20408

Dear Alan:

This will confirm our agreement to handle "unevaluated intelligence" attributable to CIA, but contained in documents originated by other U.S. agencies, in the same way as is already done with CIA-originated documents containing such intelligence. When systematically reviewed for declassification, both kinds of material will be treated in accordance with the procedures already established at NARS for the items specifically cited in the letter of 16 October 1978 from the Director of Central Intelligence to the Archivist of the United States. Such material is now being identified on the corresponding NARS declassification worksheets with a stamp citing that letter, and is then processed accordingly by retention of classification and withholding from public release. It is also placed under the Information Security Oversight Office waiver specifying a thirty-year interval for its next systematic classification review.

NARS personnel usually identify CIA-attributable material, even when it is found in non-CIA documents, by application of the criteria cited in paragraph 1(a), 1(c) and 2(a) of the classified State Department instructions

[redacted] Documents of this kind so identified at NARS, except for those already being stamped and processed as above [redacted] other items bearing the CIA label), are now segregated at NARS for systematic classification review by CIA personnel. The vast majority so far encountered have been found in NARS Records Groups 84 [redacted]

[redacted] they are likely to be found also in [redacted]

[redacted] Such documents include:

[Large redacted box]

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The 16 October 1978 letter from the CIA Director notifying the Archivist of the requirement to protect unevaluated intelligence is accordingly considered applicable to all CIA-attributable intelligence reporting, whether it is contained in CIA-originated documents or in those of other U.S. Government agencies. In cases where there is any doubt as to the attributability of intelligence information in any particular documents [redacted] other records groups at NARS undergoing systematic classification review, CIA personnel will continue to review such documents individually as in the past. It is felt that these procedures will significantly expedite the systematic classification review of such material both by NARS and by CIA.

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Sincerely yours,

STAT

[redacted]
Chief, Classification Review Division
Information Services Staff
Directorate of Administration



General Services Administration and
National Archives Records Service Washington, DC 20408

Date : April 15, 1981

Reply to
Attn of : NND

Subject: Identification of "unevaluated intelligence" attributable to
CIA contained in documents originated by other U.S. agencies.

To : NND, NNDG, NNDR

1. Attached is a copy of a letter from the Chief, Classification Review Division, Central Intelligence Agency [redacted] to Thompson, March 24, 1980) concerning the handling of "unevaluated intelligence" attributable to the CIA. This memorandum is a companion to NND Staff Information Memo - CIA #1 [redacted]

[redacted] The purpose of this memorandum is to provide NARS reviewers additional instructions that will enable them to proceed efficiently from identifying "unevaluated intelligence" documents attributable to the CIA to making the appropriate determination regarding the requirement either for immediate review by CIA declassification review specialists or for setting a future date for re-review.

2. Two classified guidelines that assist in identifying "unevaluated intelligence" attributable to the CIA have been issued to NND reviewers. They are:

a. CONFIDENTIAL enclosure entitled [redacted]

[redacted] issued
by NND, December 17, 1979.

b. CONFIDENTIAL NND Staff Information Memo - CIA #3, "Keywords, Titles and other designators of Information having a CIA interest," issued by NND, December 15, 1980.

Both of these guidelines were distributed to all archivists in NND. The instruction to keep their circulation, distribution and dissemination to an absolute minimum consistent with operational efficiency remains in effect. All staff members reviewing post-1945 documents [redacted] and similar record groups and files containing intelligence community originated information should examine these classified guidelines periodically to refresh their memory as to the keywords for identifying "unevaluated intelligence" attributable to the CIA.

3. Special care must be exercised in referring to such documents as are identified under these guidelines on worksheets, withdrawal notices or in correspondence so as not to reveal the elements of information requiring protection.

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4. The Director, Information Security Oversight Office has approved the request of the Director of Central Intelligence to waive the 10-year re-review requirement in Section 3-401 of Executive Order 12065 for information in this category. Consequently, such documents clearly identifiable as containing "unevaluated intelligence" attributable to the CIA that are encountered in the course of systematic review and confirmed by the second reviewer will be scheduled for re-review 30 years later. The declassification review worksheet will be marked to show that further coordination with CIA is not required. In any case where the reviewer is uncertain as to the attributability of the intelligence information or as to whether it constitutes "unevaluated intelligence," should refer the document through normal channels to the CIA personnel in liaison with us for a determination.

5. Documents withdrawn under this guideline and requested by researchers under the mandatory review provisions of E.O. 12065 or the Freedom of Information Act will be reproduced and forwarded for review to:

Information and Privacy Coordinator
Central Intelligence Agency
Room 2-E/42, Headquarters Building
Washington, DC 20505

6. Questions should be referred to NND, telephone 523-3165.



EDWIN A. THOMPSON
Director
Records Declassification Division

Attachment

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

24 March 1980

Mr. Edwin A. Thompson
Director, Records Declassification Division
National Archives and Records Service
Room 18-W, National Archives Building
Eighth Street and Pennsylvania Avenue, N.W.
Washington, D.C. 20408

Dear Alan:

This will confirm our agreement to handle "unevaluated intelligence" attributable to CIA, but contained in documents originated by other U.S. agencies, in the same way as is already done with CIA-originated documents containing such intelligence. When systematically reviewed for declassification, both kinds of material will be treated in accordance with the procedures already established at NARS for the items specifically cited in the letter of 16 October 1978 from the Director of Central Intelligence to the Archivist of the United States. Such material is now being identified on the corresponding NARS declassification worksheets with a stamp citing that letter, and is then processed accordingly by retention of classification and withholding from public release. It is also placed under the Information Security Oversight Office waiver specifying a thirty-year interval for its next systematic classification review.

NARS personnel usually identify CIA-attributable material, even when it is found in non-CIA documents, by application of the criteria cited in paragraph 1(a), 1(c) and 2(a) of the classified State Department instructions

[redacted] documents of this kind so identified at NARS, except for those already being stamped and processed as above [redacted] and other items bearing the CIA label), are now segregated at NARS for systematic classification review by CIA personnel. The vast majority so far encountered have been found in [redacted] and [redacted]

[redacted] they are likely to be found also in [redacted]

Such documents include:

[redacted]

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[REDACTED]

The 16 October 1978 letter from the CIA Director notifying the Archivist of the requirement to protect unevaluated intelligence is accordingly considered applicable to all CIA-attributable intelligence reporting, whether it is contained in CIA-originated documents or in those of other U.S. Government agencies. In cases where there is any doubt as to the attributability of intelligence information in any particular documents found [REDACTED] or other records groups at NARS undergoing systematic classification review, CIA personnel will continue to review such documents individually as in the past. It is felt that these procedures will significantly expedite the systematic classification review of such material both by NARS and by CIA.

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Sincerely yours,

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[REDACTED]

Chief, Classification Review Division
Information Services Staff
Directorate of Administration



General Services Administration
National Archives and Records Service
Washington, DC 20408

(12)

1 APR 1982

SECRET

Becomes unclassified upon removal of all classified inclosures

Date
Reply to
Attn of :

N

Subject: Guidelines to aid NARS to identify unclassified information concerning intelligence sources and methods.

To : NL, NN

1. The Director of Information Services, Central Intelligence Agency [redacted] forwarded the subject Guidelines in a letter dated March 15, 1982. A copy of his letter explaining its background and purpose is attached, along with a copy of the Guidelines.

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2. The Guidelines are classified SECRET. Dissemination should be held to the minimum. Normally this should include only those individuals on your staffs who are actively engaged in the declassification review of records or screening of records prior to release which might contain intelligence sources and methods information of the types described in these Guidelines.

3. NARS staff members should exercise great care in the application of these Guidelines. If there is any doubt as to whether any document may be released under the Guidelines, it should be referred to the appropriate CIA unit for determination.

a. Requests submitted under the Freedom of Information Act or under the mandatory review provisions of the Executive Order on National Security Information for access to documents covered by these guidelines should be forwarded to:

Information and Privacy Coordinator
1107 Ames Building
Central Intelligence Agency
Washington, DC 20505

b. All other requests will be forwarded through the Records Declassification Division (NND) to the experts from the Classification Review Division of the CIA working in coordination with that Division.

4. Documents submitted to the CIA for review under these Guidelines should be handled and transmitted as though classified at the CONFIDENTIAL level.

5. NARS general and specific restrictions will continue to be applied to the accessioned records as in the past, and the donor restrictions imposed on donated historical materials will be applied prior to release. These Guidelines are especially intended to assist NARS staff members in identifying unclassified information which may be found in non-intelligence files but which may require protection as national security information under Executive orders or which should not be released under the National Security Acts of 1947 and 1949.

6. Any questions concerning this matter should be referred to NND (523-3165).

ROBERT M. WARNER
Archivist of the United States

Attachment (SECRET)

SECRET

Becomes unclassified upon removal of all classified inclosures



General ~~CONFIDENTIAL~~ Services and Administration
Records Service Washington, DC 20408

Date: December 15, 1980

Reply to
Attention: NND

Subject: NND Staff Information Memo CIA #3; Keywords, Titles and other designators of Information having a CIA interest.

To :

1. The Chief, Classification Review Division, CIA, recently prepared and provided to his staff two memorandums which we have been authorized to share with you. Because these memorandums are classified you should keep their circulation, distribution and dissemination to an absolute minimum consistent with operational efficiency.

2. Among other uses, these memorandums supplement the classified appendixes to "Specialized Guidelines for the 20-year systematic Declassification Review of Information [redacted] dated December 17, 1979, q.v.

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3. The memorandums arose from the experience of the CIA reviewers examining records at the Washington National Records Center-- specifically portions of [redacted]. The same keywords, titles, and other designators, however may be found on documents found throughout NARS.

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4. When agreeing to the limited dissemination of these memorandums the Chief, Classification Review Division of the CIA requested that any decision made by NARS personnel pursuant to paragraph 4, a of CRP 80-13 be done with extreme caution and referral to the CIA expert if there is any element of doubt.

5. Any questions concerning this matter should be referred to NND, (523-3165).

EDWIN A. THOMPSON
Director
Records Declassification Division

Attachments: (1) CRP 80-13, 10 November, 1980
"Classification Review Procedure".
(2) "Keywords, Titles and other designators that may indicate tabbable CIA items", 25 November, 1980.

~~CONFIDENTIAL~~

Becomes unclassified upon removal
of all classified inclosures

THOMPSON

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that while the Office of Emergency Preparedness is the successor agency to the Office of Censorship, a decision on security protection of this intelligence methodology is beyond their ken. I have not discussed this matter with John Nocita of the OEP staff. Your thoughts on this matter will be appreciated.

Sincerely,

EDWIN A. THOMPSON
Director
Records Declassification Division

CC:
Official File - NND
Day File - NND

EAThompson/rg 5-31-73

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

8 June 1973

Mr. Edwin A. Thompson
Director, Records Declassification Division
National Archives and Records Service
Eighth Street and Pennsylvania Avenue, N.W.
Washington, D. C. 20408

Dear Al:

The competent authorities within the Agency have reviewed the guidelines for the declassification of documents dealing with the subject of secret writing, transmitted to this office by your letter of 31 May 1973. They concur. With respect to those methods which require continued protection, inasmuch as their future sensitivity is dependent upon the unpredictable advance of technology, it is impossible to determine a date for automatic declassification.

Subject to the concurrence of the Office of Emergency Preparedness, the successor agency to the Office of Censorship, I direct the Archivist of the United States to continue to protect, in the interest of national security, the secret inks and micro-photography methods as specified in the guidelines. I am authorized to present the official Agency position in such matters.

Sincerely,



Special Assistant for Information Control

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